

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL  Check the appropriate Tier in the box below			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
<b>TIER I</b> <b>(\$25,000-\$99,999)</b>	<b>TIER II</b> <b>(\$100,000-\$250,000)</b>	<b>TIER III</b> <b>(&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location of Service Personnel <b>(Only check for on-site inspection services)</b>	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet <b>(No Resumes)</b>	7 pages	19 pages	Total maximum pages for RFP <b>not including key personnel resumes</b>	

**BUREAU OF HIGHWAYS  
REQUEST FOR PROPOSAL  
for  
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 3 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **Monday May 22, 2006** at 12:00 p.m. (noon). Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the

recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**The maximum allowable pages for the proposal are limited to the selected Tier shown on MDOT Form 5100B, which is posted with this RFP. Page limits apply to the entire proposal. The number of pages per section is the decision of the creator of the proposal. Include in proposal only those items that are checked by the MDOT project manager on form 5100B.**

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

**Michigan Department of Transportation**  
**SCOPE OF SERVICES**  
**FOR**  
**PROJECT FINAL REVIEWS AND DBE TECHNICAL ASSISTANCE**

**CONTROL SECTION:** Various in the Bay Region

**JOB NUMBER:** Various

**PROJECT LOCATION:** Various in the Bay Region

**PREQUALIFICATION:**

**A. Primary Prequalification Classification:**  
Technical Assistance

**B. Secondary Prequalification Classification:**  
None required

**DBE REQUIREMENT:** 0%

**SCHEDULE DATE:**

The anticipated start date of the service is July 1, 2006.

The anticipated completion date of the service is July 1, 2008.

**MDOT PROJECT ENGINEER MANAGER:**

**Gregg Brunner, Cost and Scheduling Engineer**

Davison TSC  
9495 East Potter Road  
Davison, Michigan 48423  
Phone (810) 658-4029 ext. 307  
Fax (810) 653-1248  
Email [brunnerg@michigan.gov](mailto:brunnerg@michigan.gov)

**DESCRIPTION OF WORK:**

Provide technical assistance to DBE firms and conduct final estimate reviews for local government contracts in the Bay Region.

**GENERAL:**

- A. This Scope of Services consists of performing to the satisfaction of the Department all those Vendor Construction Engineering Services necessary to accomplish the work described herein consistent with applicable professional standards.
- B. The Vendor's principal contact with the Department shall be through the designated Project Manager.
- C. The Vendor agrees to demonstrate knowledge and performance in compliance with the standard construction practices of the Department; the Project-specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; Field Manager and Field Book software, and any and all other references, guidelines, and procedures manuals needed to carry out the work described here in an appropriate manner.
- D. The Vendor reviewing the projects can not have any other involvement in the projects subject to be reviewed.
- E. Provide information about the location of the office that will be in charge of the contract for this and any satellite offices that will actually be performing the review. When scoring, the location of the satellite offices will be used.
- F. Also important will be past performance and capacity of the personnel performing the review, please include this information in your proposal.

**VENDOR RESPONSIBILITIES:**

The services performed by the Vendor shall include, but not be limited to the following:

- A. Provide an experience employee who is familiar with the Michigan Department of Transportation procedures for project review, and can demonstrate an ability to conduct final reviews on Federal and/or State funded projects. The Vendor shall notify the Project Manager in writing who will be conducting the final estimate reviews. If the Vendor requests to change the personnel from the initial notification this request must be made in writing to the Project Manager for his/her approval 2 weeks prior to the new personnel conducting the final estimate reviews.

- B. Conduct project final estimate reviews and prepare all required documentation necessary to complete the project review process for MDOT consultant oversight projects and local government projects in the Bay Region. The materials review will also be completed as part of this contract. The Vendor will be required to adjust their schedule as dates fluctuate with no additional compensation. The final estimate review includes a follow up review of any projects which are found not to be in compliance as stated above.
- C. Not review any project for which they had any concern or involvement during the design or construction. If the Vendor is found to be reviewing any project for which they had concern, they will be immediately released from the Contract and no compensation will be given for review work on that project or for any additional claims due to being released from the contract.
- D. Conduct all reviews at the office the project was administered from or an alternate location approved by the Project Manager.
- E. Upon receipt of a notification from the Project Engineer requesting a review the Vendor shall call the Local Agency within 5 calendar days of receipt of their request, and schedule a date and a time for the review. Confirmation of the date and time scheduled shall be done in writing, within 5 calendar days from the date it was scheduled, to the Local Agency involved with a copy to the Project Manager. The initial reviews shall be completed with 3 week of the Local Agencies initial request. If discrepancies are found, a follow-up review is necessary and the Vendor shall notify the Local Agency in writing with a copy to the Project Manager. The Vendor shall complete the follow-up review within 3 weeks of notification that the discrepancies have been remedied. Confirmation, for the follow-up review, of the date and time scheduled shall be done in writing, within 5 calendar days from the date it was scheduled, to the Local Agency involved with a copy to the Project Manager listed above.
- F. Notify the Local Agency and the Project Manager in writing when the project final estimate review is complete. Attach to the review a log with the dates and hours spent on the review of the project.
- G. Provide technical assistance to DBE firms on an as-needed basis. This includes, but is not limited too the following
  - 1. Interpretation of plans, proposals, special provisions and specifications
  - 2. Provide workshops on plan reading, project documentation, claim procedures, force accounts and other construction related areas.
  - 3. Site investigation prior to bidding.
  - 4. Resolving payment issues.

5. Explaining bid documents, bonds, affidavits, insurance, and subcontracting procedures.
  6. Resolving construction related problems.
  7. Act as liaison between DBE firms, local agencies, Vendors, and MDOT.
  8. Perform other engineering related functions as required by the Bay Region.
- H. Provide the Project Manager with a monthly update on the review of all Local Government projects to include the date, hours worked, and date review was completed. Also DBE work accomplished during the previous month, anticipated work for the upcoming month, real or anticipated problems and a copy of verbal contact records. This can be completed with an email and an Excel spreadsheet indicating the project number and status.

#### **MDOT RESPONSIBILITIES:**

The Project Manager shall furnish to the Vendor all Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the services required herein at the time of review.

#### **PAYMENT SCHEDULE**

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

#### **VENDOR PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those

that are directly attributable to the activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the price proposal submitted by the vendor and must have prior approval by the MDOT Project Engineer Manager.